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|  | Meeting Minute |
| Date/Time: | |  |  |  | | --- | --- | --- | | 14/05/2022 14:00 | Team # | C2 | |
| Present: | Thomas Le  Soon Lee Teo  Cher Khor  Lily Zhang |
| Absent with reason: |  |
| Comment | * Components analysis * Components testing * Components integration |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Previous Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Current Meeting Action Items: |  |  |  |
| Item # | Task Description | Who | When | Percentage Completed (%) |
| 1 | Bluetooth Analysis | Thomas Le | 13/05/2022 | 100 |
| 2 | Bluetooth testing | Thomas Le | 13/05/2022 | 100 |
| 3 | Solenoid Analysis | Thomas Le | 14/05/2002 | 100 |
| 4 | Solenoid testing | Thomas Le | 14/05/2022 | 100 |
| 5 | LCD Analysis | Cher Khor | 14/05/2022 | 100 |
| 6 | LCD testing | Cher Khor | 14/05/2022 | 100 |
| 7 | Buzzer | Thomas Le | 14/05/2022 | 100 |
| 8 | 7 Segments Module | Thomas Le | 14/05/2022 | 100 |
| 9 | EEPROM | Lily Zhang | 17/05/2022 | 0 |
| 10 | Keypad Analysis | Soon Lee Teo | 14/05/2022 | 100 |
| 11 | Keypad testing | Soon Lee Teo | 14/05/2002 | 100 |
| 12 | Components integration | Thomas Le  Soon Lee Teo | 14/05/2022 | 100 |
| 13 | Remote application | Thomas Le | 18/05/2022 | 0 |
| 14 | Bluetooth MCU coding | Thomas Le | 19/05/2022 | 0 |
| 15 | LCD Coding | Cher Khor | 17/05/2022 | 0 |
| 16 | Keypad coding | Soon Lee Teo | 17/05/2022 | 0 |
| 17 | Solenoid coding | Thomas Le | 17/05/2022 | 0 |

Meeting Closes time: 21:00

Minute written by: Thomas Le